

## Administrative Policy No.14.25

**Subject:** Trades Apprenticeship Program Joint Policy

**Information Contact:** Facilities, Finance, and Analytics Administration /  
Maintenance and Operations Division

**Authorizing Source:** Chapters [296-05](#) WAC and [42.04](#) RCW  
WAC [296-05-001](#) through [296-05-015](#)  
WAC [296-05-200](#) through [296-05-207](#)  
WAC [296-05-400](#) through [296-05-457](#)  
[Apprenticeship Standards](#) and  
[DSHS-AP-19-60-01](#)

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**Revised:** New

**Approved By:** **Original signed by Judy Fitzgerald**  
Assistant Secretary / Chief Financial Officer  
Facilities, Finance, and Analytics Administration

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### Purpose

This policy outlines the responsibilities Department of Social and Health Services (DSHS) will apply to support the trades apprenticeship program and outlines our commitment to maximize the opportunities to increase the use of apprenticeships within the department.

### Scope

This policy applies to all organizational units of DSHS.

### Definitions

#### ***Apprentice***

For the purpose of this policy, the term apprentice refers to those staff members specifically recruited on an apprentice contract.

There are rules governing what an apprenticeship is, the main ones are:

1. the apprentice may be an existing employee or a new recruit

2. the apprenticeship training must last at least 12 months
3. the apprentice must spend at least 20% of their time on off-the-job training

***Apprenticeship agreements.*** [RCW 49.04.060](#)

For the purposes of this chapter an apprenticeship agreement is a written agreement between an apprentice and either the apprentice's program sponsor, or an apprenticeship committee acting as agent for a program sponsor, containing the terms and conditions of the employment and training of the apprentice.

***Apprenticeship preparation programs*** are education-based programs endorsed by one or more registered apprenticeship sponsors and focus on educating and training students to meet or exceed minimum qualifications for entry into apprenticeship programs upon graduation.

***Direct-entry*** is an option under registered standards of apprenticeship whereby sponsors as defined in [RCW Chapter 296-05-003](#) can enter into agreements with preparatory program(s) to allow a student, upon successful completion, to be accepted and registered as an apprentice. Direct entry options are intended to ensure a diverse pool of qualified applicants entering registered apprenticeship programs.

***DSHS Apprenticeship committee*** consists of a DSHS elected chairperson and secretary who shall be from opposite interest groups, i.e., chairperson-employers, secretary-employees, or vice versa employer/employee of Washington Federation of State Employees (WFSE) represented.

***Education based*** preparatory programs are school based, pre-employment training programs preparing individuals to successfully compete for registered apprenticeship openings. These programs may also connect individuals to entry level work in an industry while they await apprenticeship openings.

***Related supplemental instruction (RSI):*** An organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects related to the apprentice's occupation. Such instruction may be given in a classroom, through occupational or industrial courses, or by correspondence courses of equivalent value, electronic media, or other forms of self-study approved by the registration agency, and is in addition to on-the-job training.

***Registered apprenticeships*** are a combination of on-the-job training (OJT) and related supplemental instruction (RSI) under the supervision of a journey-level craft person or trade professional in which workers learn the practical and theoretical aspects of a skilled occupation. Registered apprenticeship programs are regulated by the WSATC.

***Trades Apprenticeship Program coordinator*** a person responsible for coordinating the recruitment, selection, on-the-job training, and classroom training of apprentices in a registered

apprenticeship program.

***Washington State Apprenticeship and Training Council (WSATC)***

The Department of Labor and Industries is the agency with responsibility and accountability for apprenticeship within the state for federal purposes. The director of Labor and Industries shall appoint a regulatory apprenticeship council, composed of three representatives each from employer and employee organizations, respectively. [WAC 296-05-009](#)

**Policy**

The DSHS maintenance and operations division (MOD) is responsible for developing and managing the Trades Apprenticeship Program.

1. The apprenticeship program provides training for people of all backgrounds including, veterans, and a vast array of diverse populations from Washington state and beyond. The apprenticeship program is designed to give people a chance to earn while they learn and progress as fast as their skills allow them. The trades apprenticeship program provides training and advancement that gives people a career that will benefit them and fill staffing needs within the department.
2. All applicants selected for an apprenticeship must serve a probation period in accordance with [Article 4.6](#) of the collective bargaining agreement (CBA) between the state of Washington and Washington Federation of State Employees (WFSE). During the probationary period, either the apprentice or the trades apprenticeship program committee may terminate the Labor & Industries Department [apprenticeship agreement](#) without stated cause.
3. An applicant who accepts a position within the trades apprenticeship program will be required to complete the full program prior to attaining permanent status with the state in accordance with [Article 8.7](#) of the CBA between the state of Washington and WFSE. Apprentices will be held in an in-training status until the completion of the program in accordance with [Article 4.5.C](#) of the CBA between the state of Washington and Washington Federation of State Employees.
4. The related supplemental instruction (RSI) consists of 216 hours per 12 month period (September) through (August) or 2000 hours of on-the job training for the **plumber apprentice** classification and 160 hours per 12 month period or 2000 hours of on-the-job training for **carpenter apprentice** and **painter apprentice** classifications.
5. Only DSHS staff at the journey-level of the specific job classification will provide on-the-job training to apprentices. DSHS maintenance and operations division management will coordinate with facility managers and ask for volunteers willing to take on

apprentices. Failure to find a volunteer will require a lead position to be assigned as the trainer or mentor to the apprentice assigned to the trades' specific shop. Any position below the supervisor level providing on-the-job training to an apprentice will be paid in accordance with [Article 42.7 \(A\) and \(B\)](#) of the collective bargaining agreement. Volunteers or assigned journeymen will be responsible for the work apprentices perform, in order to promote the safety, health, and education of the apprentice.

6. All hour reports are due to the trades apprenticeship program coordinator no later than the 5<sup>th</sup> day of the month following the period in which the hours were worked (January hours are due by February 5<sup>th</sup>).
7. Late hour reports will not be counted toward the total on-the-job training hours.
8. Upon completion of the program, the apprentice will:
  - a. Receive permanent employment status;
  - b. Be required to work for DSHS in the position they trained in for a minimum of three years, or reimburse DSHS for all or a portion of related supplemental instruction (RSI) expenditures.

#### **Roles and Responsibilities**

1. Apprenticeship Committee governance processes, groups, and activities associated with decision making and exercising of authority follow the established [RCW 49.04.010](#).
  - a. The Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers, secretary-employees, or vice versa.
  - b. If the committee does not indicate its definition of quorum, the interpretation will be "50% plus 1" of the approved committee members.
  - c. The apprenticeship committee consists of at least four but not more than twelve members, of an equal number of management and worker representatives.

#### **Program coordinator**

2. The trades apprenticeship program coordinator will enforce these rules in a consistent and progressive manner in accordance with [Article 27](#) of the [collective bargaining agreement \(CBA\)](#) between the state of Washington and Washington Federation of State Employees.

The trades apprenticeship program coordinator is responsible for:

- a. Applying DSHS policies and LNI guidelines.
- b. Complying with the Washington Federation of State Employees union contract.

- c. Providing administrative support to the DSHS apprenticeship committee.
- d. Administering the program and maintaining records for apprentices.
- e. Managing the apprenticeship recruiting and public relations.
- f. Providing the apprentices with opportunities for on the job training and classroom training.
- g. Working with trades apprenticeship program, and coordinating with WFSE.

### **Probationary period**

- 3. The records for each probationary apprentice must be reviewed by the trades apprenticeship program committee to end the probationary period.
  - a. Records must consist of periodic reports regarding progression made in both the on-the-job training and related supplemental instruction and any disciplinary action taken during the probationary period.
  - b. Any probationary apprentice considered unsatisfactory after a review for the probationary period will have his or her agreement canceled before the expiration of the probationary period.
  - c. Each probationary apprentice evaluated as satisfactory after the review of the probationary period will be given full credit for the probationary period and continue in the program.
  - d. WFSE, positions within the trades' apprenticeship program are represented under [Article 8.7](#) on the collective bargaining agreement.

### **Apprentice Training**

- 4. Attendance at all classroom sessions is required for every apprentice. Unexcused absences or repeated tardiness will be subject to disciplinary action up to and including release from the program. Related supplemental instruction (RSI) will be conducted outside the apprentices normal work shift and will not represent wages due for the apprentice.
  - a. It is the apprentice's responsibility to ask questions if they are uncertain about the meaning of any portion of the apprenticeship standards and agreement.
  - b. Apprentices will comply with directions from the instructor.
  - c. Passing grades for all related supplemental instruction (RSI) tests is 80%. If an apprentice's test scores continue to be failing and no remedy can be found, the apprentice will be released from the program.
  - d. Unauthorized use of notes, formulas, books, or other reference material during testing, quizzes, examination, or homework and any other form of cheating could be subject to disciplinary action up to and including release from the program.

- e. Books, fees, and tools will be paid for by DSHS for the related supplemental instruction portion of trades apprenticeship program.
- f. Failure to complete DSHS's trades apprenticeship program for any reason will result in the apprentice reimbursing DSHS for all related supplemental instruction expenditures no matter how long the apprentice was a part of the program.

#### **Record keeping**

- 5. All apprentices must retain copies of their monthly hour reports.
  - a. Monthly reports must be completely filled out including apprentice name, current address, month, year, employer, and wage percentage and hour level.
  - b. Reports will be evaluated and signed by the journeyman or instructor with whom the apprentice worked or trained. The reports are sent to the DSHS apprentice coordinator to be reported to the Department of Labor and Industry (L&I) Apprenticeship Registration & Tracking Systems (ARTS).

#### **Program completion**

- 6. Apprentices who successfully complete the apprenticeship program will be considered journeymen in their field.
  - a. A letter of completion will be given to the apprentice after the required hours of on-the-job training are completed and work histories and any required exit exams are verified.
  - b. The apprentice will also receive a completion certificate from Washington State Department of Labor and Industries and will be recognized as a qualified journey-level worker nationwide. For specialty licenses, the length of work experience varies.
  - c. DSHS will make every attempt to assign the apprentice to the duty station where the apprentice performed their on-the-job training.
    - i. If there are no available vacant positions of the goal class, the apprentice will be assigned to a location where the goal class is available and vacant within DSHS.
    - ii. If relocation is necessary, the apprentice may receive relocation compensation in accordance with [Article 42.25](#) of the collective bargaining agreement between the state of Washington and Washington Federation of State Employees.

#### **Reimbursement/extenuating circumstances exemption**

7. Participants who are unable to complete the apprenticeship program, or do not complete work for DSHS for a minimum of three (3) years after completion of the program, and are thus required to reimburse DSHS for all or a portion of Related Supplemental Instruction (RSI) expenditures, may be considered for an extenuating circumstances exemption.
  - a. In order to request an extenuating circumstances exemption.
  - b. Participants must submit a request, in writing, to the DSHS Trades Apprenticeship Program manager, no more than thirty (30) days after the date that the extenuating circumstance arises.
  - c. The request must include detailed information regarding the extenuating circumstances and other relevant supporting documentation.
  - d. Participant will not be entitled to an exemption, and any decision to grant or deny an exemption request shall be entirely within the discretion of DSHS.